



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Fox Cities Transit Commission

Wednesday, April 25, 2018

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0561](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes 3-28-18.pdf](#)

4. **Public Hearings/Apearances**

[18-0562](#) Public Participation on Agenda Items

5. **Action Items**

[18-0563](#) Election of Chair and Vice-Chair, Meeting Date and Time, Designate Ron McDonald as the Contact Person for the Commission

[18-0564](#) Approval of Payments

Attachments: [March 2018 Check Register.pdf](#)
[March 2018 P-Card Statement.pdf](#)

[18-0565](#) Accept Federal Transit Administration Section 5339 Discretionary Grant funds of \$350,506

Attachments: [FCTC Grant acceptance memo 5339 - 2018.pdf](#)

[18-0566](#) Resolution FCTC 18-01 Authorization of Grant Application for Volkswagen Mitigation Plan Grant

Attachments: [Memo to support Resolution FCTC 18-01.pdf](#)
[Resolution FCTC 18-01 for Authorization of Grant Application.pdf](#)

6. **Information Items**

[18-0567](#) Financial Report

Attachments: [March 2018 FCTC Monthly Income Statement.pdf](#)
[March 2018 FCTC Monthly Income Statement PT.pdf](#)

[18-0568](#) Ridership and Revenue

Attachments: [2018 Ridership and Revenue.pdf](#)

[18-0569](#) Key Performance Indicators

Attachments: [2018 Q1 KPI.pdf](#)

[18-0570](#) Pending Items

Attachments: [Pending Items.pdf](#)

[18-0571](#) Request for Future Agenda Items

7. Next Meeting Date & Time - To be determined

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Fox Cities Transit Commission

Wednesday, March 28, 2018

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 9 - Kasimor, Detienne, Vice Chair Buckingham, Chairperson Lobner,
Dvorachek, Schroeder, Wurdinger, Brown and Dexter

Excused: 4 - Nau, Dearborn, Wilson and VandeHey

3. Approval of minutes from previous meeting

[18-0424](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 2-28-18.pdf](#)

Commissioner Wurdinger moved, seconded by Alderperson Dvorachek, that
the Minutes be approved. Voice Vote. Motion Carried.

4. Public Hearings/Apearances

[18-0425](#)

Public Participation on Agenda Items

There was no public participation on the agenda items.

5. Action Items

[18-0427](#)

Award Valley Transit Maintenance Pit Repair Project contract to Miron
Construction Co.

Attachments: [2018 VT Maintenance Pit Repairs.pdf](#)

Alderperson Dvorachek moved, seconded by Commissioner Schroeder, that
the Report Action Item be recommended for approval. Voice Vote. Motion
Carried.

6. Information Items

[18-0426](#)

Approval of Payments

Attachments: [February 2018 Check Register.pdf](#)
 [February 2018 P-Card Statement.pdf](#)

This action item was moved to information items.

Alderperson Dvorachek moved, seconded by Vice Chair Buckingham, that the Report Action Item be approved. Voice Vote. Motion Carried.

[18-0428](#)

Financial Report

Attachments: [2018 FCTC Monthly Income Statement.pdf](#)
 [2018 FCTC Monthly Income Statement PT.pdf](#)

This Presentation was presented.

[18-0429](#)

Ridership and Revenue

Attachments: [2018 February Ridership.pdf](#)

This Presentation was presented.

[18-0430](#)

Update on Commissioner Information Requests

Attachments: [FCTC Information Request Memo.pdf](#)

This Presentation was presented.

[18-0431](#)

Pending Items

Attachments: [Pending Items.pdf](#)

This Presentation was presented.

[18-0432](#)

Request for Future Agenda Items

This Presentation was presented.

7. Next Meeting Date & Time

- April 11, 2018, 3:00 PM

- April 25, 2018, 3:00 PM

April 11, 2018, 3:00 PM meeting is cancelled.

8. Adjournment

A motion was made by Vice Chair Buckingham, seconded by Commissioner Wurdinger, that this meeting was adjourned. The motion carried unanimously.

Check Register with General Ledger Accounts
Check Date 03/01/18 thru 03/31/18

Page - 1
Date - 04/17/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
534206	03/14/18	35828	DEPARTMENT OF WOR	381027	reimb unemployment b	2,921.42-	5840	6155			701.42	
total											701.42	
534209		95126	EJ ARENA SPORTS,	381030	uniforms	423.00-	5840	6321	1		303.00	
total											303.00	
534219		252304	GENFARE, DIVISION	381083	Printing Encoding Ma	17,597.49-	580	2160			17,150.00	
				381084	Freight		580	2160			65.00	
				381085	SOLENOID COIN		580	2160			49.05	
				381086	S/A ROLLER, ECCENTRI		580	2160			287.72	
				381086	S/A ROLLER, ECCENTRI		5820	6326			.03-	
				381087	S/A CABLE COIN VALID		580	2160			45.74	
				381087	S/A CABLE COIN VALID		5820	6326			.01	
total											17,597.49	
534232		196091	KWIK TRIP, INC	381119	fuel	2,012.82-	5820	6322			361.53	
				381119	fuel		5840	6322			1,705.57	
				381119	fuel		5840	6322			54.28-	
total											2,012.82	
534304	03/21/18	224354	ABC BUS, INC.	381234	bus parts	51.00-	5820	6326			51.00	
total											51.00	
534314		58712	AT&T	381241	3/18 security system	684.90-	5810	6413	7		273.96	
total											273.96	
534323		182019	CALUMET COUNTY DE	381251	feb service/fares	1,128.75-	5860	4875		1818	592.20-	
				381251	feb service/fares		5860	6408		1818	1,720.95	
total											1,128.75	
534336		162886	FOX VALLEY CAB	381256	nw dar	7,507.50-	5860	4875		1813	2,016.00-	
				381256	nw dar		5860	4875		1813	161.00-	
				381256	nw dar		5860	4875		1813	325.50-	
				381256	nw dar		5860	6408		1813	8,064.00	
				381256	nw dar		5860	6408		1813	644.00	
				381256	nw dar		5860	6408		1813	1,302.00	
total											7,507.50	
534347		17806	KOBUSSEN BUSES, L	381263	feb rural	49,616.83-	5860	4875		1809	3,498.00-	
				381263	feb rural		5860	6408		1809	13,487.48	
				381264	feb sheltered worksh		5860	6408		1808	39,627.35	
total											49,616.83	
534350		18850	LAKESHORE CLEANER	381161	snow removal	46,223.16-	5830	6440			131.62	
				381162	snow removal		5830	6440			3,064.24	
				381163	snow removal		5830	6440			810.00	
total											4,005.86	
534360		116759	NEW HOPE CENTER,	381269	feb service	14,786.88-	5860	6408		1815	14,786.88	
total											14,786.88	
534366		313461	RED SHOES PR, INC	381230	February services	3,039.25-	580	2160			3,039.25	
total											3,039.25	
534370		246271	RUNNING, INC.	381273	VTII Premium	165,125.60-	580	2130			8,508.00	
				381273	VTII Agency		580	2132			18,278.00	
				381273	Local Share of Agenc		580	2132			21,735.75	
				381273	VTII Basic		580	2133			7,744.00	
				381273	Local Share of Agenc		5850	4230			21,735.75-	
				381273	Tickets		5850	4875		1805	34,530.00-	

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Date - 04/17/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
534370	03/21/18	246271	RUNNING, INC.	381273	VTII Cash Fares	165,125.60-	5850	4875		1805	4,180.00-	
				381273	VT II		5850	6408		1805	133,309.00	
				381273	Fuel Escalator		5850	6408				
				381273	Elderly Fares		5860	4875		1806	988.00-	
				381273	Sunday Fares		5860	4875		1807	979.00-	
				381273	Elderly		5860	6408		1806	3,989.05	
				381273	Sunday		5860	6408		1807	1,437.35	
				381274	Connector Tickets		580	2131			2,635.00	
				381274	Agency Local Share		580	2131			501.00	
				381274	Agency Local Share		5860	4230		1819	501.00-	
				381274	Connector ESA Fares		5860	4875		1820	877.00-	
				381274	Connector ESH Fares		5860	4875		1819	4,992.00-	
				381274	ESA Ticket Revenue		5860	4875		1820	655.00-	
				381274	ESH Ticket Revenue		5860	4875		1819	1,980.00-	
				381274	Connector ESA		5860	6408		1820	7,851.50	
				381274	Connector ESH		5860	6408		1819	29,747.20	
				381274	Fuel escalator/deesc		5860	6408		1819		
				381275	ochst feb service		5860	6408		1810	807.50	
total											165,125.60	
534382		270684	U.S. PETROLEUM EQ	381283	oil pump repairs	125.60-	5820	6418			125.60	
total											125.60	
534463	03/28/18	35641	GARROW OIL CORPOR	381365	fuel	14,082.28-	5840	6322			14,082.28	
total											14,082.28	
534465		252304	GENFARE, DIVISION	381345	tickets	7,766.25-	5810	6320	2		7,766.25	
total											7,766.25	
534473		312240	IONIC STRUCTURES	381312	Design and services	2,995.60-	580	2160			2,995.60	
total											2,995.60	
534494		18711	RICOH USA, INC.	381323	VT Lease	7,730.81-	5810	6320	1		31.34	
				381323	VT Lease		5810	6320	1		195.51	
				381323	VT Copies		5810	6320	1		98.88	
total											325.73	
534507		8942	ULTIMATE CLEANING	381347	cleaning	560.52-	5830	6599			85.92	
				381348	cleaning		5830	6599			474.60	
total											560.52	
534512		37022	WE ENERGIES	381328	7216-827-232 Elec	36,956.74-	5810	6413	1		1,280.31	
				381328	7216-827-232 Gas		5810	6413	2		339.83	
				381328	5028-442-903		5810	6413	1			
				381328	5070-604-479		5810	6413	2		3,019.83	
				381328	0425-072-359		5810	6413	1		488.62	
				381328	6404-083-107		5810	6413	2		10.18	
total											5,138.77	
534533		177324	KUEPPER, KATHY	381395	cdl renewal	40.00-	5810	6303			40.00	
total											40.00	
total											297,185.11	



J.P.Morgan

Spend Analysis by Merchant

Run Date: 04/17/2018
Report ID: 10013

Posting Date: 02/27/2018 - 03/26/2018

VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount		Amount % Of		Average		Count		Count % Of	
		Total		Total	Amount	Total	Count	Total	Count	Total
NEW FLYER INDUSTRIES C	7,809.21	29.31	7,809.21	29.31	7,809.21	1	1	1.00	1	1.00
AUTOMOTIVE SUPPLY CO	4,312.22	17.53	179.68	17.53	179.68	24	24	24.00	24	24.00
SPORTWORKS NW INC	2,674.00	10.04	2,674.00	10.04	2,674.00	1	1	1.00	1	1.00
COMPLETE RADIATOR SERV	1,564.00	5.87	1,564.00	5.87	1,564.00	1	1	1.00	1	1.00
SPRINT *WIRELESS	922.00	3.46	461.00	3.46	461.00	2	2	2.00	2	2.00
PETERBILT WI APPLETON	885.40	3.32	442.70	3.32	442.70	2	2	2.00	2	2.00
TCAW OCC HEALTH	884.10	3.32	294.70	3.32	294.70	3	3	3.00	3	3.00
UFIRST *UNIFIRST CORP	763.51	2.87	381.75	2.87	381.75	2	2	2.00	2	2.00
CELLCOM	570.70	2.14	285.35	2.14	285.35	2	2	2.00	2	2.00
CUMMINS INC	550.00	2.06	550.00	2.06	550.00	1	1	1.00	1	1.00
CADRE	543.06	2.04	271.53	2.04	271.53	2	2	2.00	2	2.00
SQU*SQ *QUICK PRINT CE	514.00	1.93	514.00	1.93	514.00	1	1	1.00	1	1.00
VERITIV-MIDWEST	499.00	1.87	499.00	1.87	499.00	1	1	1.00	1	1.00
PAYPAL *KUETTELSESEP	370.00	1.39	370.00	1.39	370.00	1	1	1.00	1	1.00
HOGLUND BUS & TRUCK	359.96	1.35	359.96	1.35	359.96	1	1	1.00	1	1.00
HYDROCLEAN EQUIPMENT I	355.00	1.33	355.00	1.33	355.00	1	1	1.00	1	1.00
GAN*WI NEWSPAPERS-CCC	329.95	1.24	329.95	1.24	329.95	1	1	1.00	1	1.00
DMA EPAY EPCRA FEES	294.00	1.10	294.00	1.10	294.00	1	1	1.00	1	1.00
TOPPERS PIZZA - APPLT	218.36	0.82	54.59	0.82	54.59	4	4	4.00	4	4.00
CAMERON S COFFEE	134.83	0.51	134.83	0.51	134.83	1	1	1.00	1	1.00
SOUTHCOMM INC	99.00	0.37	99.00	0.37	99.00	1	1	1.00	1	1.00
TRUDIGITAL	98.00	0.37	98.00	0.37	98.00	1	1	1.00	1	1.00
QUILL CORPORATION	51.96	0.20	51.96	0.20	51.96	1	1	1.00	1	1.00
FEDEX 27857263	51.91	0.19	51.91	0.19	51.91	1	1	1.00	1	1.00
RADIO ENGINEERING	51.00	0.19	51.00	0.19	51.00	1	1	1.00	1	1.00
UNITED AIRLINES	50.00	0.19	25.00	0.19	25.00	2	2	2.00	2	2.00
AMAZON MKTPLACE PMTS	47.94	0.18	47.94	0.18	47.94	1	1	1.00	1	1.00



J.P.Morgan

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VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount		Amount % Of		Average		Count		Count % Of	
		Total		Total		Amount		Count		Total
AIRGASS NORTH	44.71	0.17	44.71	0.17	44.71	1	1	1.00		
OUTAGAMIE CTY REG AQPS	28.00	0.11	28.00	0.11	28.00	1	1	1.00		
MANDERFIELDS HOME BAKE	23.75	0.09	23.75	0.09	23.75	1	1	1.00		
SHOPKO 15 00100156	17.97	0.07	17.97	0.07	17.97	1	1	1.00		
ACE HDWE APPLETON	8.94	0.03	8.94	0.03	8.94	1	1	1.00		
DMA EPAY SERVICE FEE	7.35	0.03	7.35	0.03	7.35	1	1	1.00		
METRO 046-NAT AIRPRT S	5.00	0.02	5.00	0.02	5.00	1	1	1.00		
METRO 019-METRO CENTER	2.00	0.01	2.00	0.01	2.00	1	1	1.00		
BERGSTROM CHEVY CADILL	0.00	4.29	0.00	4.29	0.00	2	2	2.00		
Total	25,140.83	100.00	354.10	71	71.00					



April 17, 2018

To: Fox Cities Transit Commission
Finance Committee

From: Ronald C. McDonald
General Manager

Subject: Acceptance of Federal Transit Administration Bus and Bus Facilities capital grant of \$350,506.

Background:

The Bus & Bus Facilities Infrastructure Investment Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients for bus and bus facility capital projects. Eligible recipients include designated recipients that operate fixed route bus service such as Valley Transit.

Valley Transit applied for funding under this annual program and was awarded \$350,506. We will combine these funds with other Federal grant funds awarded to Valley Transit for bus and bus facility capital projects.

The FTA provides these funds as an 80/20 grant; 80% grant funded and 20% local match. The local share will be paid out of Valley Transit's depreciation fund. The costs associated with this grant are as follows:

80% funding from FTA:	\$350,506
20% local match (depreciation account):	<u>\$ 87,627</u>
Total eligible project cost:	\$438,133

Recommendation:

Recommend acceptance of the Federal Transit Administration capital grant for \$438,133 (\$350,506 federal, \$87,627 from Valley Transit's depreciation reserve) and that Valley Transit's spending authority for 2018 be modified to include the new capital funds.



MEMORANDUM

Resolution FCTC 18-01

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: April 17, 2018

RE: Resolution to Support Valley Transit's application for a State of Wisconsin Volkswagen Mitigation Program Grant to purchase transit vehicles

BACKGROUND

The State of Wisconsin 2017 Budget Act 59 established a transit capital assistance grant program, under which the Department of Administration has created a competitive statewide grant program ("State of Wisconsin Volkswagen Mitigation Program Grant") to award settlement funds to eligible applicants for the replacement of public transit vehicles.

This resolution will serve as a letter of support for a Valley Transit capital grant application for transit buses through the State of Wisconsin Volkswagen Mitigation Program Grant.

ANALYSIS

In the past, Federal funding has been available to cover 80 percent of the capital costs for transit vehicles and infrastructure projects. Increasingly, this Federal funding is being allocated through discretionary grant programs making it necessary for Valley Transit to pursue other opportunities in order to offset the local costs of capital investments.

After reviewing our system's needs and researching projects which are eligible for funding through this grant program, transit staff have identified Valley Transit bus replacements as a top candidate based on the criteria listed for the State of Wisconsin Volkswagen Mitigation Program Grant. Valley Transit intends to include replacement of fifteen clean-diesel buses in the application.

FISCAL IMPACT

If the State of Wisconsin Department of Administration approves some or all of the project, the grantee will need to provide a 20 percent local match. Through the State of Wisconsin

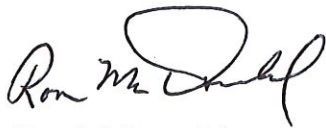
Volkswagen Mitigation Grant, the grantee (City of Appleton) will incur a reduction in State Shared Revenue in an amount equal to 20% paid out in equal annual installments over a 10-year period.

Because all of the Valley Transit funding partners contribute to a restricted cash depreciation account for the purchase of buses, the grantee (City of Appleton) shall be made whole from the restricted cash depreciation account in amounts equal to the annual installments incurred over a 10-year period.

RECOMMENDATION

This state grant currently represents the best opportunity for Valley Transit to leverage local funding toward capital improvements that can benefit transit operations, I recommend approval of this resolution.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron McDonald". The signature is stylized with a large, looped "M" and a cursive "D".

Ron McDonald

April 19, 2018

RESOLUTION FCTC 18-01

PURPOSE: TO SUPPORT VALLEY TRANSIT'S APPLICATION FOR A STATE OF WISCONSIN VOLKSWAGEN MITIGATION PROGRAM GRANT TO PURCHASE TRANSIT VEHICLES

WHEREAS, Valley Transit provides safe and reliable public transportation to the many communities that comprise the Fox Cities;

WHEREAS, operating funds for Valley Transit are typically sourced from Valley Transit regional funding partners;

WHEREAS, the City of Appleton and the Valley Transit regional funding partners contribute annually to a restricted cash depreciation account for purposes of purchasing transit vehicles and other capital equipment;

WHEREAS, the State of Wisconsin is a designated beneficiary of a settlement with Volkswagen wherein \$42 million of Wisconsin's share of the settlement funds must be used during the 2017-19 biennium;

WHEREAS, State Budget, 2017 Wisconsin Act 59 established of a transit capital assistance grant program, under which the Department of Administration has created a competitive statewide grant program ("State of Wisconsin Volkswagen Mitigation Program Grant") to award settlement funds to eligible applicants for the replacement of public transit vehicles;

WHEREAS, Valley Transit desires to apply for a State of Wisconsin Volkswagen Mitigation Program Grant to purchase transit vehicles. Any transit vehicles purchased would be acquired through a competitive procurement process;

WHEREAS, the City of Appleton is the designated grant recipient for Valley Transit;

WHEREAS, eighty percent (80%) of the purchase price of the transit vehicles will be covered by the State of Wisconsin Volkswagen Mitigation Program Grant. Twenty percent (20%) will be collected from the grantee (the City of Appleton) in ten (10) equal installments by withholding an equal amount of local shared revenue annually;

WHEREAS, Valley Transit has established a restricted cash account for purchasing transit vehicles;

WHEREAS, the Valley Transit regional funding partners together with the Common Council for the City of Appleton agree that it is beneficial to apply for the State of Wisconsin Volkswagen Mitigation Program Grant;

NOW, THEREFORE, BE IT RESOLVED by the Fox Cities Regional Transit Commission and the Common Council for the City of Appleton that Valley Transit and proper City officials are hereby authorized and directed to submit information to the Department of Administration to apply for funding through the State of Wisconsin Volkswagen Mitigation Program Grant.

BE IT FURTHER RESOLVED that proper City officials are authorized and directed, if the

State of Wisconsin Volkswagen Mitigation Program Grant is awarded, to accept funds, pursuant to the terms of the grant application.

BE IT FURTHER RESOLVED that, if the State of Wisconsin Volkswagen Mitigation Program Grant is awarded, the Valley Transit Regional funding partners together with the Common Council for the City of Appleton agree that twenty percent (20%) of the purchase price of transit vehicles will be collected from the grantee (the City of Appleton) in ten (10) equal installments by withholding an equal amount of local shared revenue annually. The parties further agree that the City of Appleton's loss of local shared revenue due to the bus procurement shall be reimbursed in full from the Valley Transit restricted cash account.

Dated this _____ day of _____, 2018.

Timothy M. Hanna, Mayor

Kami Lynch, City Clerk

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For three months Ending March 31, 2018

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2018 Amended Budget	2018 % of Total Budget
REVENUES						
Bus Fare Revenue	112,514	64,137	217,089	162,547	943,218	23.02%
Paratransit Fare Revenue	62,935	64,964	180,512	179,306	749,330	24.09%
Total Fare Revenue	175,449	129,101	397,601	341,853	1,692,548	23.49%
Other Charges for Service	12,835	7,964	14,735	19,854	55,000	26.79%
Other Revenues	2,000	-	8,054	3,803	14,000	57.53%
TOTAL REVENUES	190,284	137,065	420,390	365,510	1,761,548	23.86%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	197,981	189,258	573,625	553,447	2,797,847	20.50%
Call Time	-	-	-	-	-	0.00%
Overtime	21,018	24,248	35,886	58,379	68,522	52.37%
Incentive Pay	-	-	-	-	315	0.00%
Other Compensation	407	487	907	695	-	-
Fringes	80,479	75,191	217,731	210,497	1,161,711	18.74%
Unemployment Compensation	701	2,937	2,100	6,452	-	-
Salaries & Fringe Benefits	300,586	292,121	830,249	829,470	4,028,395	20.61%
Training & Conferences	493	-	1,185	410	27,000	4.39%
Employee Recruitment	-	490	287	735	3,200	8.97%
Parking Permits	-	-	-	150	360	0.00%
Office Supplies	172	760	437	2,200	5,000	8.74%
Subscriptions	98	423	121	527	1,904	6.36%
Memberships & Licenses	40	3,675	5,355	5,280	5,947	90.05%
Postage & Freight	681	30	836	199	4,300	19.44%
Awards & Recognition	55	-	55	15	878	6.26%
Food & Provisions	79	230	206	638	1,170	17.61%
Insurance	46,924	76,942	46,924	92,898	227,006	20.67%
Insurance dividend & return of surplus	-	(45,714)	-	(45,714)	-	0.00%
Depreciation Expense	151,704	168,317	151,704	168,317	606,818	25.00%
Administrative Expenses	200,246	205,153	207,110	225,655	883,583	23.44%
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	3,680	3,073	9,184	5,372	51,720	17.76%
Printing & Reproduction	8,279	1,810	8,781	2,892	27,136	32.36%
Uniforms	415	442	1,430	442	5,000	28.60%
Gas Purchases	16,095	38,195	101,232	93,743	605,000	16.73%
Safety Supplies	555	-	555	-	500	111.00%
Vehicle & Equipment Parts	11,609	18,701	53,453	43,701	237,700	22.49%
Miscellaneous Equipment	17,215	2,705	17,898	2,785	18,100	98.88%
Signs	-	-	-	-	2,000	0.00%
Supplies & Materials	57,848	64,926	192,533	148,935	950,156	20.26%
Accounting/Audit	-	-	-	-	11,500	0.00%
Bank Services	187	79	559	498	3,000	18.63%
Consulting Services	-	-	-	-	61,364	0.00%
Collection Services	304	210	567	619	4,600	12.33%
Contractor Fees	295,389	305,325	848,271	852,392	3,579,941	23.70%

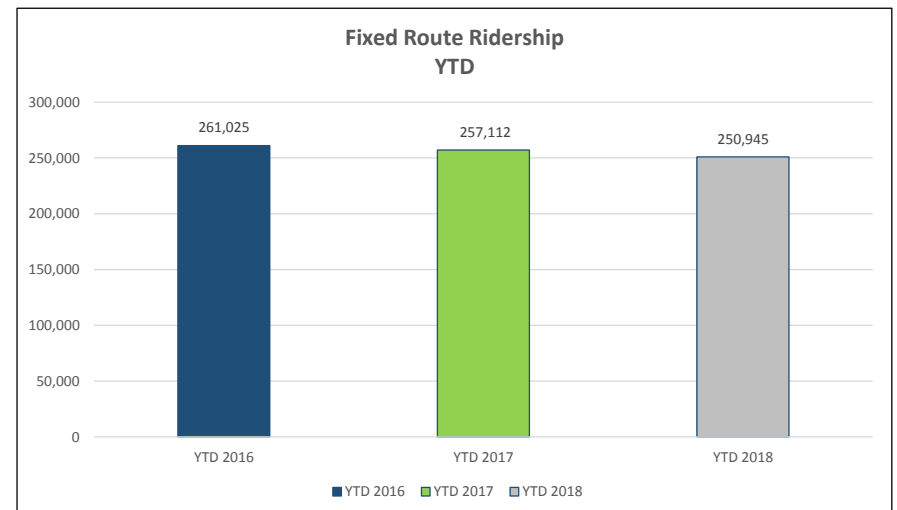
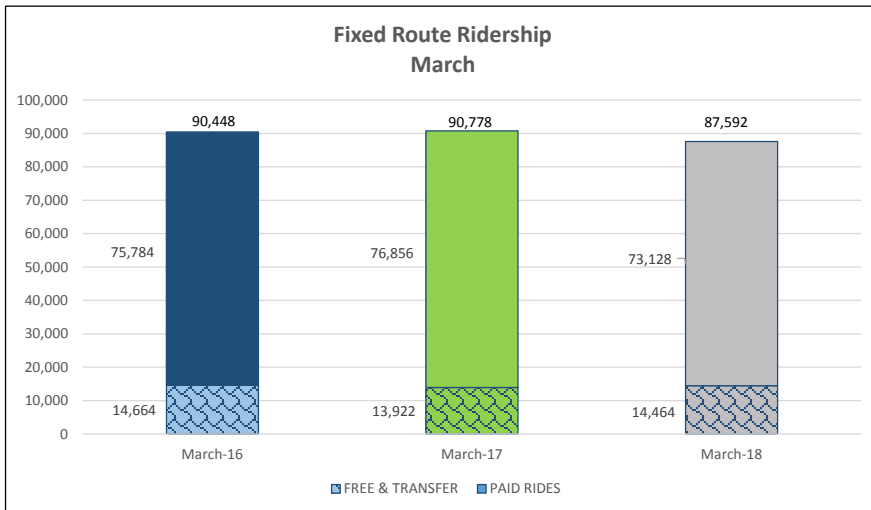
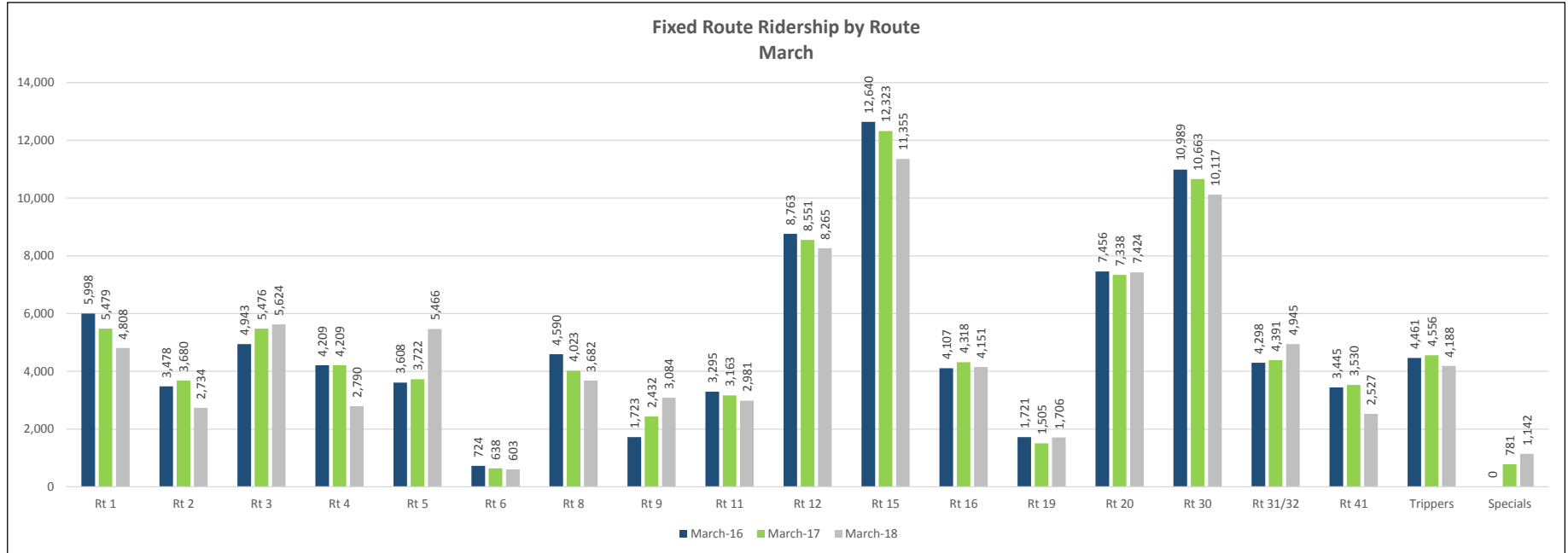
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For three months Ending March 31, 2018

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2018 Amended Budget	2018 % of Total Budget
Temp Help	-	-	-	(434)	5,000	0.00%
Advertising	420	2,030	920	5,282	50,309	1.83%
Health Services	479	1,226	748	1,337	9,200	8.13%
Snow Removal Services	6,953	2,786	6,953	7,705	15,000	46.35%
Laundry Services	803	362	574	813	6,100	9.41%
Other Contracts/Obligations	3,556	16,169	4,203	17,269	97,690	4.30%
Purchased Services	308,091	328,187	862,795	885,481	3,843,704	22.45%
Electric	1,769	4,397	11,768	14,124	61,900	19.01%
Gas	3,370	2,624	10,648	10,387	38,300	27.80%
Water	1,162	996	1,677	1,647	7,850	21.36%
Waste Disposal/Collection	383	308	608	594	2,975	20.44%
Stormwater	1,597	1,499	2,126	2,007	8,175	26.01%
Telephone	459	1,162	2,092	2,671	14,300	14.63%
Utilities	8,740	10,986	28,919	31,430	133,500	21.66%
Building/Grounds Repair & Maintenance	-	2,025	209	3,252	-	0.00%
Vehicle Repair & Maintenance	487	155	691	649	12,000	5.76%
Equipment Repair & Maintenance	1,233	2,292	5,208	2,292	8,950	58.19%
FMD Charges & Material	-	-	22,628	17,673	129,226	17.51%
Software Support	8,418	17,124	9,418	18,124	72,000	13.08%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	10,138	21,596	38,154	41,990	224,176	17.02%
Total Operating Expenses	885,649	922,969	2,159,760	2,162,961	10,063,514	21.46%
OPERATING INCOME (LOSS)	(695,365)	(785,904)	(1,739,370)	(1,797,451)	(8,301,966)	
NON-OPERATING REVENUES						
Federal Support	-	497,117	-	497,117	2,994,136	0.00%
State Support	-	-	-	-	2,736,001	0.00%
Appleton Support	790,779	241,656	790,779	724,968	660,829	119.66%
Other Local Support	211,177	414,436	842,144	817,004	1,610,003	52.31%
Investment Income	-	935	(5,581)	6,804	12,500	-44.65%
Donations	5,027	5,442	13,357	13,776	62,678	21.31%
Fund Balance Applied	-	-	-	-	225,747	0.00%
TOTAL NON-OPERATING REVENUE	1,006,983	1,159,586	1,640,699	2,059,669	8,301,894	19.76%
Buildings	-	-	-	935	528,285	0.00%
Machinery & Equipment	908	-	94,913	-	26,098	0.00%
Vehicles	-	-	-	-	-	0.00%
Capital Expenditures	908	-	94,913	935	554,383	0.00%
NET INCOME (LOSS)	310,710	373,682	(193,584)	261,283	(554,455)	

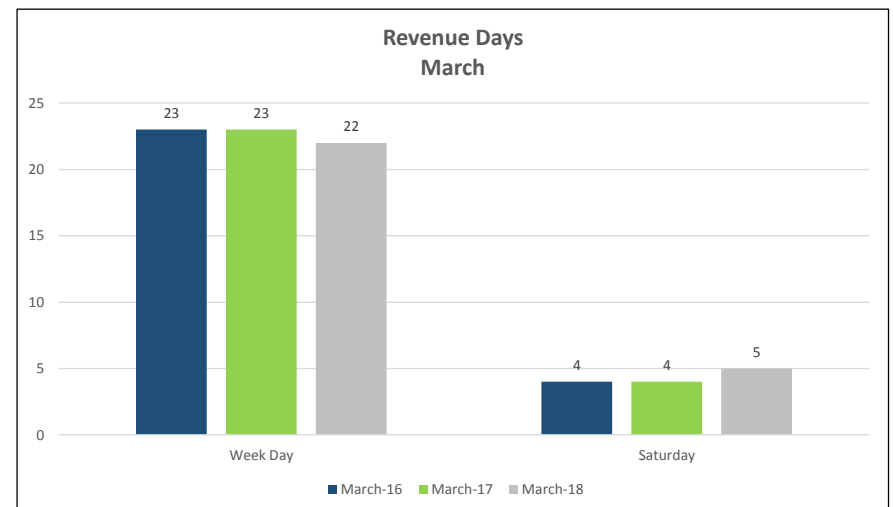
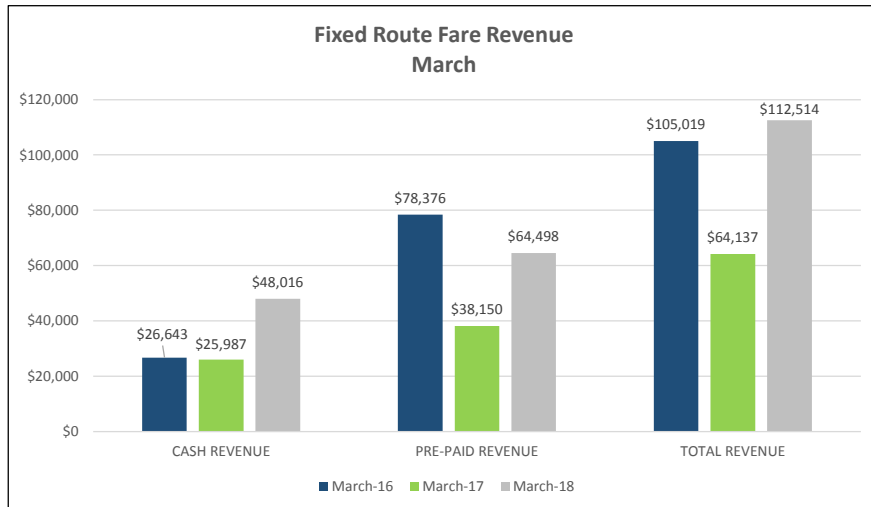
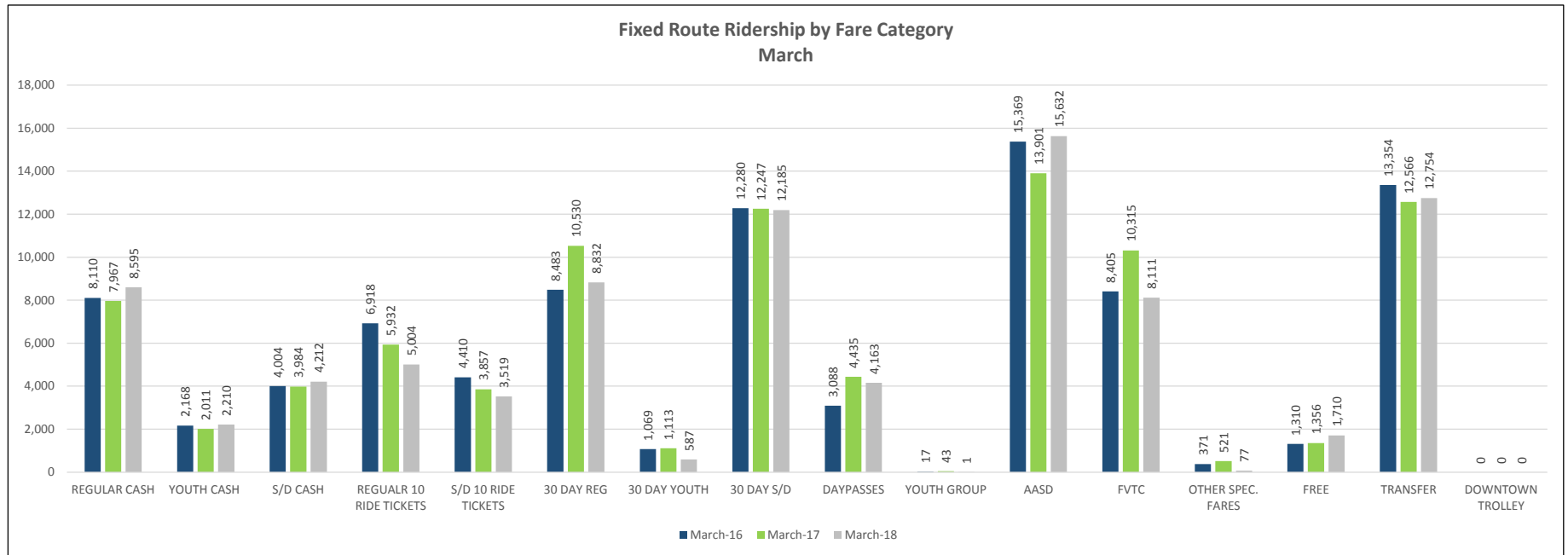
City of Appleton
PURCHASED TRANSPORTATION
For three months Ending March 31, 2018

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2018 Amended Budget	2018 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	159,809	145,315	456,504	427,862	1,871,109	24.40%
VTII - Elderly	4,183	2,830	12,597	8,128	58,680	21.47%
PT - Optional (Sunday)	1,486	1,066	4,199	3,747	20,119	20.87%
Family Care Sheltered Workshop	45,884	47,495	131,788	130,095	535,991	24.59%
Outagamie County Demand Response Rural	17,582	21,570	47,390	53,990	220,906	21.45%
Outagamie County Human Services Transportation	388	468	2,051	1,324	11,418	17.96%
Neenah Dial - A - Ride	12,292	13,580	33,068	39,046	150,920	21.91%
Calumet County New Hope	18,912	16,196	47,234	44,037	192,011	24.60%
Calumet County Van Service	1,508	2,514	4,777	5,747	45,310	10.54%
Connector - Extended Service Hours	36,455	44,390	97,919	116,556	473,600	20.68%
Connector - Extended Service Area	8,610	9,902	24,518	25,933	112,750	21.75%
Downtown Trolley	-	-	-	-	30,024	0.00%
Total Purchased Transportation	307,109	305,326	862,045	856,465	3,722,838	23.16%

Valley Transit Ridership Report March 2018

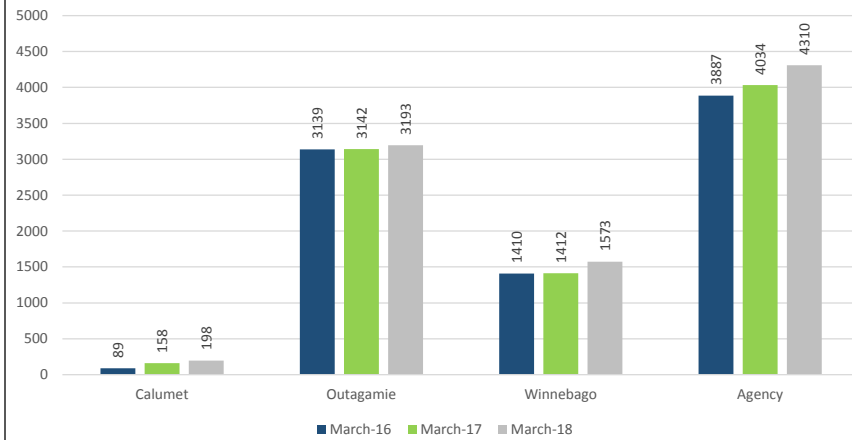


Valley Transit Ridership Report March 2018

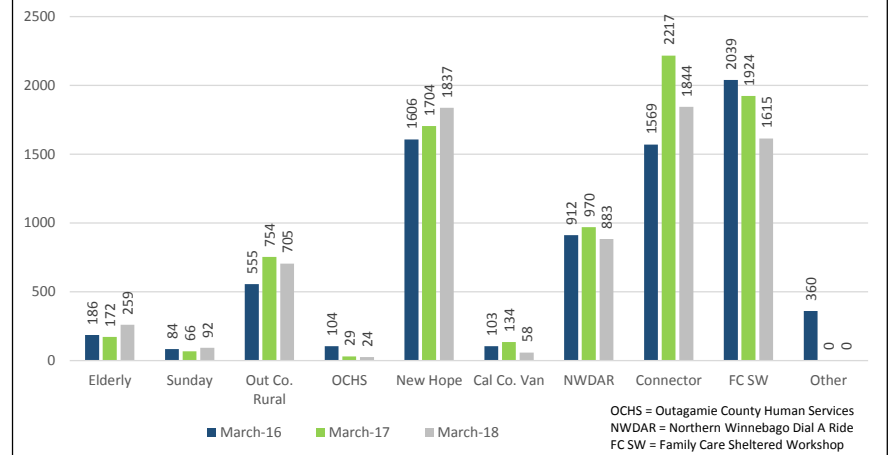


Valley Transit Ridership Report March 2018

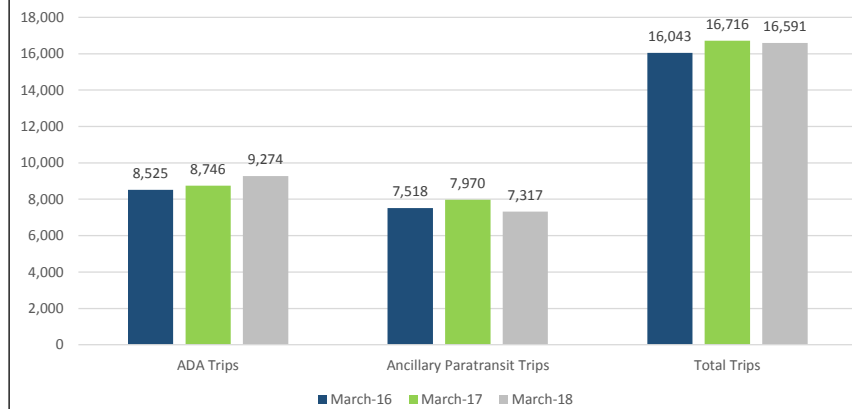
ADA Ridership by Local Funding Source



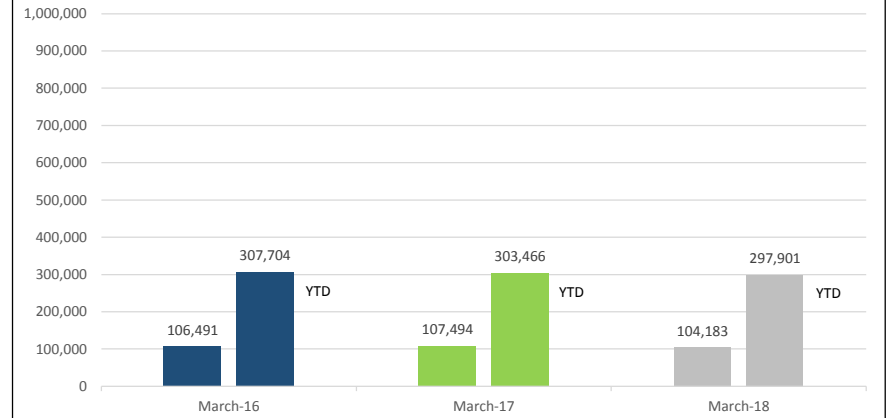
Ancillary Services Ridership



**ADA and Ancillary Paratransit Ridership
March**



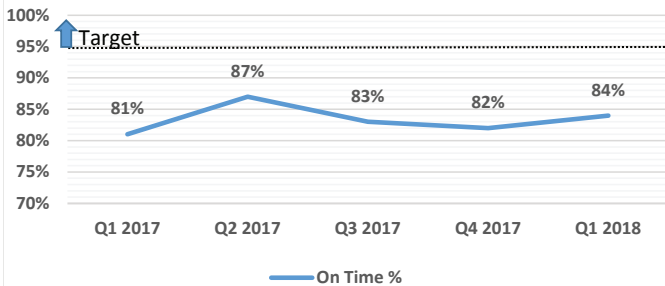
**Total Ridership for all Services
March and Year-to-Date**



VALLEY TRANSIT

Key Performance Indicators - 2018, 1st Quarter

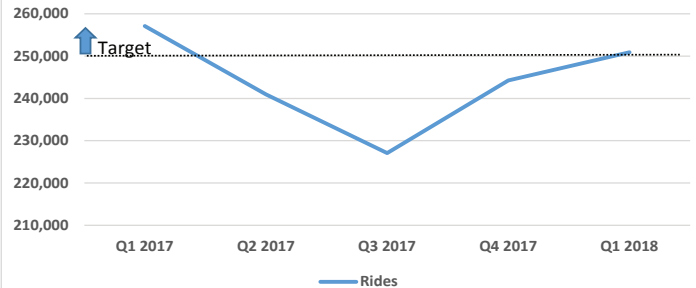
ON TIME PERFORMANCE - FIXED ROUTE



Dashboard rating scale:
 ● Target is $\geq 95\%$
 ● On track
 ● Below target

Data Source: Trapeze AVL Schedule Adherence Report

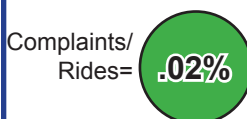
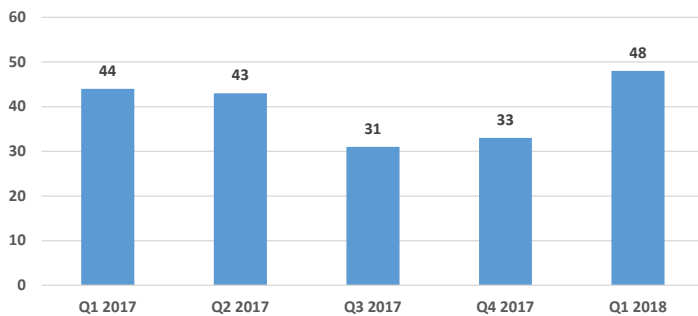
TOTAL PASSENGER TRIPS - FIXED ROUTE



Dashboard rating scale:
 ● Target is $> 250K$ per qtr
 ● On track
 ● Below target

Data Source: GFI Fareboxes and Contractor Ridership Report

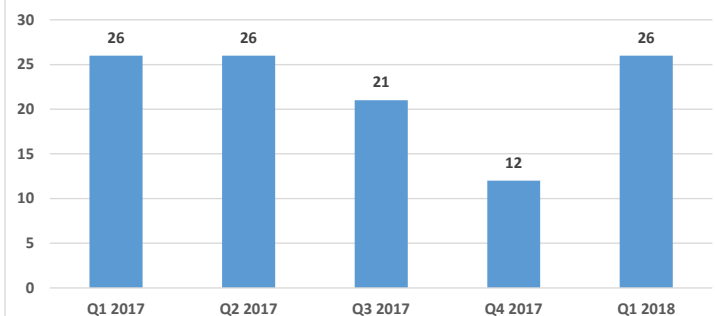
COMPLAINTS - FIXED ROUTE



Dashboard rating scale:
 ● Target is $\leq .08\%$
 ● On track
 ● Above target

Data Source: Transit Input Reports

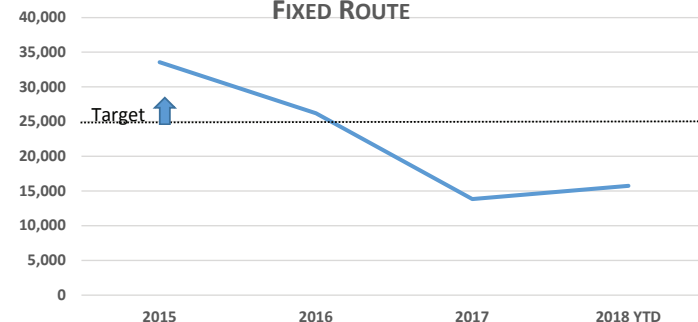
COMPLAINTS - PARATRANSIT



Dashboard rating scale:
 ● Target is $\leq .10\%$
 ● On track
 ● Above target

Data Source: Transit Input Reports

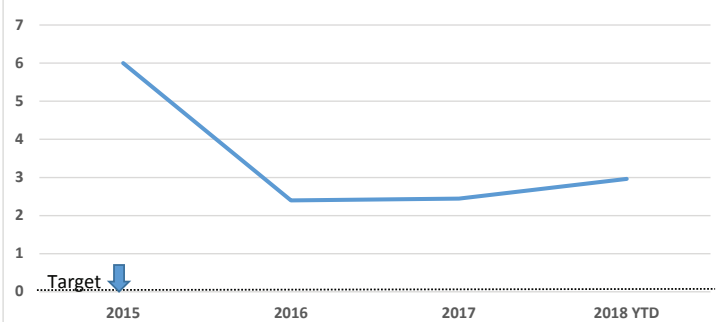
MILES BETWEEN ROAD CALLS - FIXED ROUTE



Dashboard rating scale:
 ● Target is $\geq 25,000$
 ● On track
 ● Below target

Data Source: Transit Fleet Software, Road Call History Report

VEHICLE ACCIDENTS PER 100,000 MILES



Dashboard rating scale:
 ● Target is zero
 ● On track
 ● Above target

Data Source: Accident Files

VALLEY TRANSIT

Key Performance Indicators - Definitions

On Time Performance

The line graph shows quarterly on-time performance of the fixed route bus system. A bus is considered 'on time' if it arrives at the designated time point between one minute early and up to five minutes late. Each route has multiple time points along the route which are distributed to make sure that buses arrive at stops generally within the scheduled time frame. On time performance is calculated by dividing the number of on time stops at time points by all stops at time points.

On time performance is important to our customers because they need to know that we will regularly pick them up and get them to their destination on time.

Note: Valley Transit's current automatic vehicle location system has become increasingly more difficult to maintain. In addition, it requires costly hardware and software upgrades. Valley Transit is currently reviewing alternatives and replacement options to provide consistent and quality data.

Total Passenger Trips - Fixed Route

This indicator shows number of trips provided by Valley Transit bus routes. A trip is counted each time a passenger gets on a bus. The total number of trips and a comparison from year to year provides a measure of the effectiveness of the system over time in serving customers. Valley Transit's target is to provide over 1 million rides per year based on current service levels.

Complaints - Fixed Route & Paratransit

These charts by service mode display the total number of complaints received and complaints as a percentage of rides. It indicates the level of concern customers have with the system. All complaints are investigated and resolved to improve customer services.

Note: Two different rating scales are used to measure fixed route and paratransit complaints as a percentage of rides. The .10% target for paratransit complaints is based on a standard (1 complaint for every 1,000 rides) that is used by the State of Wisconsin for Medicaid transportation. This standard was adjusted for the fixed route target, since each customer trip potentially includes transfers (1 complaint for every 1,250 rides).

Miles between Road Calls - Fixed Route

Miles between road calls is one indicator measuring the effectiveness of the preventative maintenance program. It tracks how often customers are inconvenienced by service disruptions due to vehicle break downs.

Note: A majority of the buses in Valley Transit's fleet are close to or significantly over their useful life and require replacement. Given the limited availability of capital grant funding, the average age of the fleet will continue to result in increased vehicle break downs despite an aggressive preventative maintenance program.

Vehicle Accidents per 100,000 miles

This is one common indicator used to measure the safety of operations. Accident data includes both preventable and non-preventable because all accidents impact budget expenses, customer satisfaction, on time performance and use of staff time.

By reviewing every accident, we can learn how to operate buses more defensively, reduce risk, reduce costs associated with accidents and revise procedures or conditions to help with accident prevention.

Pending Items - Fox Cities Transit Commission

Issue	Date Discussed at FCTC	Person Requesting	Tentative Date Back to FCTC	Completed
Semi annual Update on Use of Social Media	11/13/13	Erickson	When Position Filled	Twice/year
Information System Update			04/25/18	Quarterly
Key Performance Indicators			04/25/18	Quarterly